

Catawba County Emergency Medical Services Standard Operating Guidelines

Special Events

In order to provide adequate coverage for special events Catawba County will utilize special teams for the administration of ALS care. This policy explains how to request and plan for coverage.

Requests

- The Bike Team Coordinator must receive ALL requests to provide event coverage, even when the bike team will not be utilized.
- The Bike Team Coordinator will evaluate each request and contact the event coordinator to obtain specific information about the event such as the type of coverage needed, dates, times, location(s), and any sponsorship information.
- The Bike Team Coordinator will then compile this information and submit a request to the EMS Manager for approval to cover the event and the appropriate fee (if applicable) to be charged.
- Once approval or denial is obtained from the EMS Manager, the Bike Team Coordinator will contact the event coordinator and relay the information.

Staffing

- Once an event is approved the Bike Team Coordinator will determine what personnel are needed. Initial efforts will be made to cover the event with reserve staff and / or on-duty staff.
- The Bike Team Coordinator will contact each employee who is covering an event and instruct that employee as to his/her specific responsibilities to include location, date, time, role, equipment/unit to be obtained, etc.
- Each employee will also be instructed as to who should be contacted in the event that additional assistance, equipment, or personnel are needed during the event.
- Injuries/exposures or other accidents must be reported to the on-duty Shift Supervisor.
- If on-duty staff is to be used, the Bike Team Coordinator must notify the Shift Supervisor and Crew Chiefs of the on-duty shift and request the necessary personnel at least two-weeks prior to an event. (The Bike Team Coordinator must inform the Shift Supervisor and Crew Chiefs of the exact time employees will be needed and an estimated time the event will be complete in order to eliminate overtime for reserve employees.
- The Shift Supervisor and Crew Chiefs will attempt to find coverage for their personnel.
- Once the Crew Chiefs and/or Shift Supervisor have found coverage or have determined that coverage is not available the Bike Team Coordinator will be notified.

Equipment

- The Bike Team Coordinator will also notify the on-duty Shift Supervisor and Crew Chiefs of any equipment / unit that will be needed. (If the Bike Team Trailer is needed at an event see the information below.)

- The appropriate Crew Chief will insure that equipment/units are clean, stocked, and available for the event.
- After the event all equipment and/or units will be returned to their appropriate location.
- It is the responsibility of the employee covering an event to ensure that equipment / units are clean, stocked, and available for use.

Bike Team Trailer Procedure

- The Bike Team Coordinator will notify the on-duty Shift Supervisor that the Bike Trailer is needed for event coverage.
- The Bike Team Coordinator will inform the on-duty Shift Supervisor(s) of when and where the trailer should be delivered to and picked-up from.
- The Bike Team Coordinator will insure that the Bike Trailer is clean, stocked, and available for use at the event.
- The Bike Team Coordinator will report any damage/maintenance issues with the Bike Trailer to the Shift Supervisor responsible for Vehicle Maintenance at the completion of each event.

Golf Cart Procedure

- The Bike Team Coordinator will insure that the Golf Cart is clean, stocked, and available for use at the event.
- The Bike Team Coordinator will insure that Golf Cart is stored in the Bike Trailer in the "tow" position. (Switch located under the bed of the golf cart.)
- At least seven-days prior to any event that will utilize the golf cart the Bike Team Coordinator will ensure that the golf cart is removed from the trailer and switched to the "run" position. The golf cart will then have the batteries charged for at least 12-hours.
- After every event the Bike Team Coordinator will ensure that the golf cart is removed from the trailer and switched to the "run" position. The golf cart will then have the batteries charged for at least 12-hours.
- After recharging the batteries the Bike Team Coordinator will ensure that golf cart is stored in the Bike Trailer in the "tow" position. (Switch located under the bed of the golf cart.)
- During any month in which the Golf cart is not being used the Bike Team Coordinator will insure that the Golf Cart is removed from the trailer and switched to the "run" position. The golf cart will then have the batteries changed for at least 12-hours.
- After recharging the batteries the Bike Team Coordinator will insure that golf cart is stored in the Bike Trailer in the "tow" position. (Switch located under the bed of the golf cart.)
- The Bike Team Coordinator will report any damage/maintenance issues with the Golf Cart to the Shift Supervisor responsible for Vehicle Maintenance at the completion of each event.

Other Equipment Stored on the Bike Trailer

- The Bike Team Coordinator is responsible for the upkeep and maintenance of all equipment, supplies, etc... in the Bike Trailer except for the trailer itself and the Golf Cart.

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